

## DOE Weekly Field Memo – January 20, 2010

### **From the Department of Education:**

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- Educator Census Training
- Participate in the VTAAP Scoring Process Validation Committee
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### **Educational Placement and Alternative Educational Plans for Children in DCF Custody**

#### **Audience: Superintendents, Principals**

This updated version of the MOU between DOE and DCF, signed on November 16, 2009 by commissioners Armando Vilaseca and Steve Dale, more closely aligns with new definitions of state-placed students under the statute. Instead of the Family Services caseworker making a request directly to the Department of Education, the school district that has agreed to educate the student and is seeking reimbursement will send the letter of request to the Commissioner of Education. View the complete memo at [http://education.vermont.gov/new/html/pgm\\_interagency.html#mou](http://education.vermont.gov/new/html/pgm_interagency.html#mou).

A companion guidance document explains the process with examples, funding provisions and responsibility, a sample of questions to consider, and a one-page quick reference sheet for your convenience.

Contact: Mike Mulcahy at (802) 828-5108 or [mike.mulcahy@state.vt.us](mailto:mike.mulcahy@state.vt.us)

### **Educator Census Training Over LNV**

#### **Audience: Personnel Responsible for Completing the Educator Census for the First Time**

The department is providing a training session via the Learning Network of Vermont (LNV) on how to complete the 2009-2010 Educator Census on Wednesday, February 3 from 10:00 a.m. – 12:00 p.m. There are no new data reporting requirements this year, so this training is designed for people who have never worked with the Educator Census. Completing this accurately is essential since HQT statistics (including the percentage of core academic subject classes not taught by highly qualified teachers) are compiled for your local LEA based on the information you submit. LEAs are required to publicly report these statistics every year. **The registration deadline is Wednesday, January 27. To register, visit [http://education.vermont.gov/new/html/dept/calendar.html#february\\_10](http://education.vermont.gov/new/html/dept/calendar.html#february_10).** After registering, LNV site information will be sent to registrants via e-mail. **Note:** It is not necessary to attend the training before starting the data collection process. When you receive the Educator Census, follow the Getting Started instructions to distribute reports and other documents.

Contacts: Questions about training: Lucinda Morabito at (802) 828-1455 or [lucinda.morabito@state.vt.us](mailto:lucinda.morabito@state.vt.us)  
Technical questions about the LNV: Arlyn Bruccoli at (802) 828-0223 or [arlyn.bruccoli@state.vt.us](mailto:arlyn.bruccoli@state.vt.us)

### **Participate on the VTAAP Scoring Process Validation Committee**

#### **Audience: General Educators, Special Educators, Administrators**

The department is looking for educators to participate in the validation of the Vermont Alternate Assessment Portfolio (VTAAP) scoring process. The VTAAP Scoring Committee will meet for three 1-day sessions before April 1, 2010. **You must be available to meet on 2/11, 3/11, 3/22, and one other date TBD.** The committee will be responsible for verifying the VTAAP scoring procedures and forms. Group diversity is desired in this process, and educators with a range of strengths are encouraged to apply, including content area knowledge, familiarity with Grade Expectations, general education curriculum instruction experience, and skills in curriculum adaptation and specialized instruction. If you are not

currently registered, you will need to log on and register at: <http://www.vtalt.com>. Go to “Online Applications” to apply. **Deadline for applications is January 29, 2010.**  
Contact: Cindy Moran at (802) 828-0646 or [cindy.moran@state.vt.us](mailto:cindy.moran@state.vt.us)

### **Request for VTAAP Portfolio Samples**

#### **Audience: Case Managers for the VTAAP**

The Vermont Alternate Assessment Scoring Committee is requesting samples of students’ portfolios or evidence of student achievement. The Scoring Committee will be using them as part of their work in validating the scoring process and format. In return for submitting the documentation associated with a specific strand, the Student Evaluation Team (SET) will receive written feedback from the Committee regarding the strength of the documentation. The SET will have the opportunity to apply any recommendations made by the Committee before submitting the strand for actual scoring as part of the final Portfolio. Directions and an application are available at the <http://www.vtalt.com> and can be found under “Online Applications.” **Deadline for applications is January 29, 2010.**

Contact: Cindy Moran at (802) 828-0646 or [cindy.moran@state.vt.us](mailto:cindy.moran@state.vt.us)

### **Correction: NECAP Reading, Math & Writing Assessment Results to be Released**

#### **Audience: All**

Reading, Math and Writing assessment results for Fall 2009 will be released publicly on February 2, 2010 by the department. The results are from the New England Common Assessment Program (NECAP) Reading, Math and Writing assessment given to Vermont public school students in grades 3-8 and grade 11 in October 2009. Visit [http://education.vermont.gov/new/html/pgm\\_assessment/necap.html#memo](http://education.vermont.gov/new/html/pgm_assessment/necap.html#memo).

Contact: Michael Hock at (802) 828-3115 or [michael.hock@state.vt.us](mailto:michael.hock@state.vt.us)

### **Correction: NECAP Student Data Verification and Embargo**

#### **Audience: Superintendents and Principals**

Instructions for verifying student-level data files for each grade level assessed in the school will be sent to school administrators. Visit [http://education.vermont.gov/new/html/pgm\\_assessment/necap.html#memo](http://education.vermont.gov/new/html/pgm_assessment/necap.html#memo).

Contact: Mary Ann Minardo at (802) 828-5410 or [maryann.minardo@state.vt.us](mailto:maryann.minardo@state.vt.us)

### **Correction: NECAP Analysis and Reporting Workshops**

#### **Audience: Any School Staff Members Directly Involved with Student Data and Analysis of Results**

The department and Measured Progress will be conducting five reporting workshops in early February. These workshops are designed for principals, superintendents, and any staff members who are directly involved with student data and analysis of results. The workshops will provide an introduction to the new NECAP Analysis and Reporting System, including an overview of the various NECAP reports and support materials. Participants will receive instruction about how to sort and apply filters to Item Analysis Reports, access released item information, and view the new Longitudinal Student Report. Because much of this is new information, each school is encouraged to send at least one, but not more than two representatives to one of these workshops. Visit

[http://education.vermont.gov/new/html/pgm\\_assessment/necap.html#memo](http://education.vermont.gov/new/html/pgm_assessment/necap.html#memo). For more information and to register, visit <http://education.vermont.gov/new/html/dept/calendar.html#reporting>.

Contact: Mary Ann Minardo at (802) 828-5410 or [maryann.minardo@state.vt.us](mailto:maryann.minardo@state.vt.us)

### **Vermont School Crisis Planning Visits Still Available**

#### **Audience: All**

The Vermont School Crisis Planning Team, supported by a grant from Vermont Homeland Security and Vermont Emergency Management, has funding available for school safety audits and visits for all Vermont public and private schools. The Team's facilitators, comprising retired principals and emergency responders, will assist schools in developing or reviewing their crisis response plans using the Vermont School Crisis Guide 2008. The guide is available at [http://education.vermont.gov/new/html/resources/model\\_policies/crisis\\_guide.html](http://education.vermont.gov/new/html/resources/model_policies/crisis_guide.html). A new FAQ section will be added to the sites this month with answers to school questions raised during facilitator visits. Topics will cover door locks, cell phones, Vermont 2-1-1 and recommendations for classrooms response kits.

Contact: Districts or individual schools wishing to schedule visits can contact the Committee Chair, Stephen Earley, at (802) 434-4743 or [searley@gmavt.net](mailto:searley@gmavt.net).

DOE Contact: Charles Johnson at (802) 828-0371 or [charles.johnson@state.vt.us](mailto:charles.johnson@state.vt.us)

**From the U.S. Department of Education:**

**School Counseling Programs Funding**

**Audience: Superintendents, Principals, School Counselors**

The purpose of the Elementary and Secondary School Counseling program is to support efforts by local educational agencies (LEAs) to establish or expand elementary school and secondary school counseling programs. Deadline for Transmittal of Applications: February 26, 2010. Deadline for Intergovernmental Review: April 27, 2010. View <http://edocket.access.gpo.gov/2010/pdf/2010-390.pdf> for more information.

**Readiness and Emergency Management Grants for Schools**

**Audience: All**

The U.S. Department of Education's Office of Safe and Drug-Free Schools has recently released the FY 2010 Readiness and Emergency Management for Schools (REMS) grant application. The REMS program provides funds to local educational agencies (LEAs) to establish an emergency management process that focuses on reviewing and strengthening emergency management plans, within the framework of the four phases of emergency management (Prevention-Mitigation, Preparedness, Response, and Recovery). The REMS grant is a competitive grant program that may be accessed at <http://www.ed.gov/programs/dvpemergencyresponse/applicant.html>. **The application submission deadline is February 26, 2010.** Funds may be requested for up to 24 months.

The estimated average size of the awards are as follows: \$150,000 for a small-size LEA (1-20 education facilities), \$300,000 for a medium-size LEA (21-75 education facilities), and \$600,000 for a large-size LEA (76 or more education facilities).

Contact: REMS Competition Manager, Sara Strizzi at (303) 346-0924 or [sara.strizzi@ed.gov](mailto:sara.strizzi@ed.gov).

**From the University of Vermont, St. Michael's College and Castleton State College:**

**Gubernatorial Candidate Panel on Education Policy**

**Audience: All**

Five Vermont gubernatorial candidates will participate in a panel discussion on statewide educational policy on Monday, January 25 on the University of Vermont campus. The event, sponsored jointly by Castleton State College, Saint Michael's College and UVM, will take place in the Davis Center's Silver Maple Ballroom from 7 to 8:30 p.m. The discussion is intended to give the candidates a forum in which to share and debate their plans for leadership on topics ranging from pre-school quality, local school funding, and consolidation to cost containment, paying for college, and other top educational issues facing the citizens and legislature. The event is free and open to the public, and a reception will follow at 8:30 p.m.

Contact: Brian C. O'Regan Ed.D., Saint Michael's College, Coordinator, School Leadership Program at (802) 654-2362 or [boregan@smcv.edu](mailto:boregan@smcv.edu)

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**Weekly Field Memo is Online!**

The DOE Weekly Field Memo is archived on the Department of Education Web site at [http://education.vermont.gov/new/html/dept/field\\_memo.html](http://education.vermont.gov/new/html/dept/field_memo.html). Field Memos and the corresponding attachments are available for download. For Field Memo information three months or older, or for other questions, please contact Jill Remick, communications director, at (802) 828-3154 or [jill.remick@state.vt.us](mailto:jill.remick@state.vt.us).

**FOR MORE INFORMATION:**

For the Department of Education Web site see: <http://education.vermont.gov/>. For upcoming events or professional development opportunities, see the DOE Calendar of Events located at: <http://education.vermont.gov/new/html/dept/calendar.html>.

Main Department Line: (802) 828-3135

NOTE: For comments or questions specific to the messages above, please contact the person listed. DO NOT reply to this message.

This Field Memo is posted weekly by the Department of Education to better organize our e-communications to the field. There may be times when separate messages from the department will still be sent..